



Republic of the Philippines  
Province of Pampanga  
**Bids and Awards Committee**  
Provincial Capitol, City of San Fernando, (P) / (045) 435-5901

**JUN 21 2024**

RFQ No. **240355 (Reposting)**  
P.R. No. / Date / End User / Purpose:  
**(24-1334 3/20/2024 PROVINCIAL ACCOUNTANT'S OFFICE Office use)**

**REQUEST FOR QUOTATION**

Small Value Procurement

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than **4:00 p.m. JUN 25 2024**

APPROVED BUDGET FOR  
THE CONTRACT (ABC):  
**PhP 315,000.00**

**FRANCIS V. MASLOG**  
VICE CHAIRPERSON *Francis*  
Bids and Awards Committee

**TERMS AND CONDITIONS**

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the deadline of the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPs Registration Number, and Income/BIR Tax Return (for ABCs above P500,000.00) upon submission of quotation. In lieu of the Mayor's Permit and PhilGEPs Registration Number, the PhilGEPs Certificate of Platinum Membership may be submitted. For new businesses, submit the BIR Certificate of Registration and latest quarterly return or percentage tax..
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	1	unit	Document Scanner Type : Desktop Sheet Fed Scanner Optical Resolution : up to 600 dpi Scan Modes : Color Grayscale, Monochrome Light Source : LED Image Sensor : 3 Line CIS / CCS Scan Speed : up to 100ppm (Simplex) and up to 200ipm (Duplex) ADF Scan Size : up to A3 Size ADF Capacity : up to 300 sheets Daily Duty Cycle : up to 30,000 Scans Connectivity : at least USB 3.0 10/100/1000 network Others : Supports Duplex Scanning Features : Black Page Detection, Dropout Color, Hole Punch Removal, 2D Barcode, De-Skew		

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
			<p><b>TERMS OF REFERENCE</b></p> <p>1. Brochure of the Item/s being offered must be attached together with the quotation.</p> <p>2. The brand being offered must have at least one(1) authorized service center in the locality.</p> <p>3. The procuring entity reserves the right to conduct product testing/inspection to determine the fitness of the items being offered by the prospective.</p> <p><b>AFTER SALES SERVICE</b></p> <p>1. At least one (1) year warranty on parts and service.</p> <p>2. Defective items discovered within seven(7)days from date of delivery must be replaced within 24 hours upon notification by the end-user.</p> <p><b>SCHEDULE OF REQUIREMENTS</b></p> <p>Delivery within ninety (90) days upon receipts of PO/NOA.</p>		
<b>Total Lot Price</b>					
<p>Note: The winning supplier shall submit a duly signed and notarized Omnibus Sworn Statement prior to notice of award.</p>					

**THE BIDS AWARDS COMMITTEE:**

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

\_\_\_\_\_  
 Supplier's authorized representative signature over printed name  
 Designation: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Email Address.: \_\_\_\_\_

\_\_\_\_\_  
 BAC CANVASSER

May